

NPDES No. CAS 004001 **City of Diamond Bar FY 2010-11** Order No. 01-182
Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

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Reporting Year 2010- 2011

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I. Program Management (Part 1)

A. Permittee Name: City of Diamond Bar

B. Permittee Program Supervisor: David G. Liu, P.E.

Title: Director of Public Works

Address: 21825 Copley Drive

City: Diamond Bar

Zip Code: 91765

Phone: (909)839-7040

Fax: (909) 861-3117

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The City's storm water program is managed and coordinated by the Department of Public Works (DPW). The DPW Director, David Liu, P.E., is the supervisor of the program. The DPW Director works with the City Departments of Building and Safety, Planning, Recreation, and Public Information to coordinate all programs efforts and interfaces with Code Enforcement and the City Attorney on all legal and enforcement matters. The day-to-day operations of the storm water program are carried out by the DPW's Senior Civil Engineer, Rick Yee, who is charged with monitoring programs conducted by the City and the community.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	DPW and Public Information	3
2. Industrial/Commercial Inspections	DPW and Building and Safety	3
3. Construction Permits/Inspections	DPW/B&S/Planning	4
4. IC/ID Inspections	DPW	3
5. Street sweeping	DPW	3
6. Catch Basin Cleaning	DPW/DPW (shared with LA County)	3
7. Spill Response	DPW/Emergency response	3
8. Development Planning (project/SUSMP review and approval)	DPW/Planning/B&S/Code Enforcement	8

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D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training.

Training Sessions were held this reporting period on April 5 and April 6, 2011.
There were 22 attendees. See attached

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

The City obtains funding for activities via three revenue sources:
1) General Fund based on the City's general tax revenues;
2) Grants available from various funding sources. The City receives about \$8,000 total per year for funding activities to control special wastes such as motor oil. About 50% of the grant from the Department of Resources Recycling and Recovery (CalRecycle) is used for storm water;
3) A city-required special fee placed on home and businesses (billed by the respective hauler) to fund AB939 activities that support NPDES such as street sweeping and public outreach.

2. Are the existing financial resources sufficient to Yes ☒ No ☐
accomplish all required activities? Resources have
been sufficient to date.

3. Complete Table 2 to the extent that accurate information is available
(indicate U in the spaces where the information is unavailable), and report
any supplemental dedicated budgets for the same categories on the lines
below the table.

4. List any additional state/federally funded projects related to storm water.

The City reiterates that existing financial resources are only sufficient to accomplish required activities this year. For upcoming years, additional resources may have to be found to meet increasingly stringent NPDES requirements.

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TABLE 2

Program Element	Expenditures in Fiscal Year 2010-2011	Estimated Amount Needed to implement Order 01-182
1. Program management		
a. Administrative costs	\$69,369	\$916,363
b. Capital costs	\$0	
2. Public Information and Participation	\$10,954	\$253,469
a. Public Outreach/Education	\$8,154	\$167,557
b. Employee Training	\$2,800	\$12,400
c. Corporate Outreach	\$0	
d. Business Assistance	\$0	\$73,612
3. Industrial/Commercial inspection/site visit activities.	\$0	\$63,172
4. Development Planning	\$18,726	\$276,276
5. Development Construction		
a. Construction inspections	\$4,695	\$122,183
6. Public Agency Activities	\$334,015	\$3,165,933
a. Maintenance of structural and treatment control BMPs	\$144,945	\$1,353,188
b. Municipal street sweeping		
c. Catch basin cleaning	\$160,000	\$1,480,000
d. Trash collection/recycling	\$1,641	\$14,769
e. Inspection of City Facilities	\$7,429	\$57,976
f. Industrial Waste/FOG	\$20,000	\$260,000
7. IC/ID Program	\$13,947	\$159,946
a. Operations and Maintenance		
b. Capitol Costs		
8. Monitoring	County only	County only
9. Other	\$0	\$0
10. TOTAL	\$451,706	\$8,400,000

List any supplemental dedicated budgets for the above categories:

None at this time

List any activities that have been contracted out to consultants/other agencies:

Street Sweeping activities, Building and Safety Plan Checks, industrial/commercial inspections, grading and SUSMP plan checks are contracted out.

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II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☐ No ☒
- C. Describe the status of developing a local SQMP in the box below.

At present, the City's local SQMP is modeled after the County's SQMP.

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- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

N/A

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? San Gabriel River
2. Who is your designated representative to the WMC?
Patrick Gallegos, Senior Management Analyst
3. How many WMC meetings did you participate in last year? All
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The WMC meetings allow the City to hear testimonies of effective BMPs that have worked and improve education and outreach efforts. The meetings have also been helpful in keeping us informed of regulation updates and of current activities in the watershed.

5. Attach any comments or suggestions regarding your WMC.
None at this time

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐
If not, describe the status of adopting such an ordinance.

City adopted a storm water and urban run-off ordinance to enforce all requirements of Order 01-182 effective September 1, 2002.

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2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☒ No ☐
If not, please attach a copy to this Report.
3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒
If yes, attach a copy of amendments to this Report.

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

N/A

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

N/A

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IV. Special Provisions (Part 4)

A. Public Information and Participation (Part 4.B)

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message

- a) How many storm drain inlets does your agency own? 140
- b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? 0 (marked in previous fiscal year)

- c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 140

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

N/A

- d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? 0
- Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

All public access points to creek, channel, and other water bodies within our jurisdiction have been posted with no dumping signage in prior fiscal years.

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2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☒ No ☐
- b) If so, what is the number? 909 839-7040
- c) Is this information listed in the government pages of the telephone book? Yes ☐ No ☒
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☒ No ☐
- f) How many calls were received in the last fiscal year? 36
- g) Describe the process used to respond to hotline calls.
- Office personnel (DPW) keep accurate records of all calls received and their disposition. Calls are distributed by the DPW administrative assistant to City field personnel for follow up. Field personnel respond within 24 hours to hot-line calls of a non emergency nature, otherwise the response is immediate.
- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? Yes ☐ No ☐
- If not, when is this scheduled to occur? N/A

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation. (Principal Permittee only)

N/A

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- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐

How many Public Outreach Strategy meetings did your agency participate in last year? 4

Explain why your agency did not attend any or all of the organized meetings.

N/A

Identify specific improvements to your storm water education program as a result of these meetings:

We have incorporated some of the stormwater outreach information presented in our City News.

List suggestions to increase the usefulness of quarterly meetings:

The County can display the public education materials that are available to the cities in LA county during the meetings.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (Principal Permittee only).

N/A

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- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media?

Similar to the previous year, impressions are estimated at approximately 200,000.

- d) Describe efforts your agency made to educate local schools on storm water pollution.

The city has partners with schools (ex: Diamond Ranch High School, Pantera Elementary and Lorbeer Middle Schools) to enhance their ongoing programs (recycling/stormwater, etc.) by delivering informational brochures, and by posting pertinent and updated stormwater information on the city's website.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (Principal Permittee only)? Yes ☐ No ☐
If not, explain why.

N/A

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (Principal Permittee only).

N/A

For Permit Years 2-6, attach an assessment of the effectiveness of in-school storm water education programs.

- g) What is the behavioral change target that was developed based on sociological data and other studies (Principal Permittee only)?

N/A

If no target has been developed, explain why and describe the status of developing a target.

N/A

What is the status of meeting the target by the end of Year 6?

N/A

4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (Principal Permittee only). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

The City provides several ways to reach the public, including: Information that is distributed over the public counter and through the Development and Building Departments at City Hall; distribution at City sponsored events such as the City's Eco Expo and the Summer Concert Series; publication in our new Envirolink City Newsletter (comprehensive environmental newsletter); during site visits and inspections; construction inspections; investigation of IC/ID events or situations; and general media outlets.

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5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (Principal Permittee only).

N/A

- b) How many corporate managers did your agency (Principal Permittee only) reach last year? N/A

- c) What is the total number of corporations to be reached through this program (Principal Permittee only)? N/A

- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (Principal Permittee only)?

Yes ☐ No ☐

If not, describe measures that will be taken to fully implement this requirement.

N/A

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☒ No ☐
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

The City continues to work with area businesses and their contractors/subcontractors to inform them of the importance of stormwater compliance and ways in which they can become stormwater compliant. The City distributes BMP brochures and meets with businesses regularly to make certain they know the agency to contact when they need to dispose of hazardous waste and/or trash.

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6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐
How many media outlets were contacted? 5
Which newspapers or radio stations ran them?

DBTV Cable Channel, The Windmill, West Coast, SGV Tribune, and Diamond Bar Patch.

Who was the audience?

Residents and Businesses

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☒ No ☐
Estimated dollar value/in-kind contribution: \$2,500
Type of media purchased:
Frequency of the buys: N/A
Did another agency help with the purchase? Yes ☐ No ☒

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☐ No ☒
If so, describe the type of advertising.

The City spent \$12,000 in purchasing and distributing non-traditional advertising, including: Newspapers, magnets, etc.

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes ☒ No ☐

Describe the materials that were distributed:

In the City's newsletters (City News and Envirolink), the City promoted the importance of sustainability, including pollution prevention, HHW collection, various recycling programs, BMP compliance, used oil and filter recycling as well as other sustainable programs and services.

Who were the key partners? The City

Who was the audience (businesses, schools, etc.)?

The audience was residents and businesses of Diamond Bar.

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10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes ☒ No ☐
How many events did you attend? 10
11. Does your agency have a website that provides storm water pollution prevention information? Yes ☒ No ☐
If so, what is the address? www.cityofdiamondbar.com
12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐
Do you feel that behaviors have changed? Yes ☒ No ☐

Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

The City compiles records of incoming calls, letters, and e-mails to evaluate and rectify various concerns of the community. From there, we can determine the importance of highlighting certain aspects of our sustainability efforts (i.e., used oil recycling, pool discharge, etc.)

13. How would you modify the storm water public education program to improve it on the City or County level?

Building better partnerships between the County and cities so that cities can utilize all the tools and resources that the County has to offer.

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B. Industrial/Commercial Facilities Program (Part 4.B)

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory? Yes ☒ No ☐

Comments/Explanation/Conclusion:	The Critical source inventory is updated on an annual basis during active inspection cycle or as new sites come to the attention of the inspection personnel.
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2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Landfills	0	0	0	0
TSDf	0	0	0	0
Industrial/Commercial	135	3	100	165
Comments/Explanation/Conclusion:				

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3. **BMPs Implementation**

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Landfills	0	0	0	0	0	0	0	0	0	0
Industrial/Commercial	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Comments/Explanation/Conclusion:

The MS4 permit had two inspection cycles 2001-2004 and 2004-2006. Inspections for these two cycles have been completed.

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4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

N/A, the site inspection cycle was completed in previous reporting years.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Verbal							
Warning letter							

Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
Commercial				
Comments/Explanation/Conclusion:				

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5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒

Somewhat Effective ☐

Non-effective ☐

Comments/Explanation/Conclusion:

The NPDES program is generally well received by the facilities on the critical sources inventory. Outreach materials distributed during routine site inspections help open discussion. Facility owners, managers and staff generally respond well to inspectors' request for changes in operations to meet requirements for compliance.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.

Los Angeles County has informed us that they are not accepting this information at this time.

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.
Samples on file at City Hall
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
 - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
 - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
 - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
 - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

Fossil Filter Catch Basin Inserts: 3 Storm drain stencils: 3 Roof run-off controls: 1 Hydroseeding: 1
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4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

N/A. The City is awaiting guidance from the Principal Permittee for a regional solution.
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5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐

This is an ongoing process, no amendments this reporting cycle.

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

All projects are reviewed for SUSMP applicability. The Departments of Engineering, Planning, Building and Safety, and Public Works all review development applications, and jointly decide on NPDES application including SUSMP for each individual project. Projects are then assigned to individuals to review/plan check, etc., who assess SUSMP and other NPDES requirements. Conditions are placed as appropriate on projects; LID recommendations; later environmental coordinator and inspectors follow up to verify implementation and effectiveness.

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7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?
- | | |
|---|---|
| a) Residential | 4 |
| b) Commercial | 0 |
| c) Industrial | 0 |
| d) Automotive Service Facilities | 0 |
| e) Retail Gasoline Outlets | 0 |
| f) Restaurants | 0 |
| g) Parking Lots | 0 |
| h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area | 0 |
| i) Total number of permits issued to priority projects | 4 |
8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 0.81%
9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

The City has conditioned projects based on the current thresholds for the past few years. The City has previously implemented an outreach campaign among businesses, residents, and developers informing them of the pending changes in SUSMP applicability threshold.

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10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 0-1
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

N/A

13. Did your agency update any of the following General Plan elements in the past year? Public Health Element was updated.

- a) Land Use Yes ☐ No ☒
- b) Housing Yes ☐ No ☒
- c) Conservation Yes ☐ No ☒
- d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

N/A

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14. How many targeted staff were trained last year? 22
15. How many targeted staff are trained annually? 22
16. What percentage of total targeted new development staff are trained annually? 90-100%%
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers? N/A
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

The City is awaiting this from the Principal Permittee.

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D. Development Construction Program (Part 4.E)

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

The City has a thorough system of assuring control of runoff from construction activity at all construction and demolition sites within the jurisdictional boundaries. Our system begins with proper planning at the permitting stage in which developers pay fees for review and inspection duties. Staff review and condition developments with the caveat that all procedures must be in place and operational throughout the project or the developers risk work stoppage or corrective action orders. Inspectors review for compliance. Finally, developers submit final documentation for City Council approval and release of bonds. In addition the City requires a SWPPP for qualifying projects or a BMP certification form filled out by property owner and the construction site manager, prior to construction, for sites under an acre.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☒ No ☐

3. Attach one example of a local SWPPP
Samples on file at City Hall

4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

Developers must submit proof of filing and certification prior to the City issuing any local approval or issuance of a grading permit.

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5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 1
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 4
7. How many building/grading permits were issued to construction site less than one acre in size last year? 10
8. How many construction sites were inspected during the last wet season? 4
9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	0	0	0	0
Off-site discharge of other pollutants	0	0	0	
No or inadequate SWPPP	0	0	0	0
Inadequate BMP/SWPPP implementation	1	25%	0	0

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

If an inspector identifies a violation at a construction site, they first inform the supervising staff via two-way radio of the violation including time, date, address and specifications of the violations. They then talk with the site manager, owner or operator to inform them of the violation. A warning or corrective action order is issued based on the severity of the violation and the history of the violator. All warnings and orders are duly documented and developers must respond within a set period of time or face further punitive action including work stoppage. Otherwise, the offending party will be prosecuted to the full extent of the law.

11. Describe the system that your agency uses to track the issuance of grading permits.

Engineering maintains a detailed log including both computer and hard copy entries. Grading plans are processed through a plan check system and SUSMPs and erosion control plans are integral parts of these submittals. No grading permits are issued unless SUSMPs and erosion control plans have been concurrently approved. Grading bonds are also required to provide an instrument to ensure that work is completed and that sites are not left in unsafe or unprotected conditions.

E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention (only applicable to agencies that own and/or operate a sanitary sewer system)
 - a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
 - b) How many sanitary sewer overflows occurred within your jurisdiction? 3
 - c) How many did your agency respond to? L.A. County Sewer Maintenance District
 - d) Did your agency investigate all complaints received? (by L.A. County) Yes ☒ No ☐
 - e) How many complaints were received? 3
 - f) Upon notification, did your agency immediately respond to overflows by containment? (by L.A. County) Yes ☒ No ☐
 - g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? (by L.A. County) Yes ☒ No ☐
 - h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐
 If so, describe the program:

The City works through the LA County Public Works and the County Sanitation Districts, a joint powers authority representing a majority of cities in LA County, to implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes ☒ No ☐
 If so, describe the program:

The City works through the LA County Public Works and the County Sanitation Districts, a joint powers authority representing a majority of cities in LA County, to implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit? %
 b) Give an explanation for any sites greater than 5 acres that were not covered:

There were no public construction sites 5 acres or greater during FY2010-11.

- c) What is the total number of active public construction sites? 0
 How many were 5 acres or greater in size? 0

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- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

The City is a contract city and does not operate a "corporate yard." We have instituted BMPs and housekeeping practices at all park sites and facilities that provide vehicular and material storage.

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:
- (1) Good housekeeping practices
 - (2) Material storage control
 - (3) Vehicle leaks and spill control
 - (4) Illicit discharge control

The City works with key staff to implement all required BMPs. Each division is responsible to assure complete compliance with BMP and NPDES requirements. This is checked by the City's Environmental Coordinator annually for compliance status.

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☐ No ☒
If not, what is the status of implementing this requirement?

The City does not own or operate vehicle or equipment wash areas.

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? N/A

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers?

Yes ☒ No ☐

Briefly describe this protocol:

City employees are never allowed to dispense or utilize fertilizers, pesticides and herbicides without the expressed written permission of the Director of Community Development Services. Further, it is specified by City directive that all pesticides, herbicides and fertilizers will only be dispensed by authorized and qualified contractors. Such contractors present their protocol for approval for routine and non-routine application.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

Senior staff which have been trained for NPDES programs must approve application of fertilizers and pesticides. Further, any potential application by a contractor, agent, or City employee must be documented via a Notice of Intent to Utilize Fertilizers, Herbicides, and Pesticides. Generally, these NOIs are filed with the City and the County.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

N/A

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? N/A. The City uses certified Con-tractors
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

The City has implemented grass cycling on all park facilities' areas landscaped with lawns, and has instituted drought tolerant vegetation where applicable and appropriate.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes ☒ No ☐
- b) How many of each designation exist in your jurisdiction?
Priority A: N/A
Priority B: N/A
Priority C: 140
- c) Is your city subject to a trash TMDL? Yes ☐ No ☒
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

N/A

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- e) How many times were all Priority A basins cleaned last year? N/A
- f) How many times were all Priority B basins cleaned last year? N/A
- g) How many times were all Priority C basins cleaned last year? Once a year
- h) How much total waste was collected in tons from catch basin clean-outs last year? City owned: 0.62 tons.
County owned: 4.58 tons
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐
- k) How many new trash receptacles were installed last year?
None. All pre-existing receptacles are maintained and serviced by the bus shelter company.
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
- (2) Arrange for temporary screens to be placed on catch basins? Yes ☒ No ☐
- (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☒ No ☐
- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐
What percentage of stencils were legible? 100%

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n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☒ No ☐

o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection?
No City owned open channels. Yes ☐ No ☒
Is the prioritization attached? Yes ☐ No ☒

p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐
What changes have been made?

None at this time. The City upgraded its maintenance activities to assure appropriate storm water BMPs were utilized prior to the current permit.

q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? N/A Yes ☒ No ☐

r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

Contracted to Los Angeles County Public Works

s) Where is removed material disposed of?

At local landfills, per the County of Los Angeles DPW.

6. Streets and Roads Maintenance

a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:

(1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? All streets are swept weekly. Yes ☒ No ☐

(2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? All streets are swept weekly. Yes ☒ No ☐

(3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? All streets are swept weekly. Yes ☒ No ☐

b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:

(1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐

(2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐

(3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐
- Two training sessions, 4/5 & 4/6. Yes ☒ No ☐

7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
How many? N/A

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8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? N/A Yes ☐ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☒ No ☐

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes ☒ No ☐
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes ☒ No ☐

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Completed during previous reporting year. Yes ☒ No ☐
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? N/A Yes ☐ No ☐

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F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

Completely inventoried all catch basins and did not identify any illicit connections/discharges that occurred last year and to date.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

If an IC/ID infraction is detected, code enforcement visits the property and issues a warning or NOV depending on the severity of the infraction and the history of the violator. Code enforcement follows up within 72 hours with a second visit to determine if the property owner/manager has corrected the infraction(s) and to determine if appropriate BMPs are in place. If a warning has been ignored, then a NOV is issued. If an initial NOV is not resolved on schedule, then a second and/or third NOV is issued. Each NOV has a penalty depending on the stage of infraction (first, second or third NOV). If NOVs are ignored, if the infractions are not corrected, and if the party served does not petition the City, then the matter is referred to the City Prosecutor and/or District Attorney for further prosecution.

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4. Describe your record keeping system to document all illicit connections and discharges.

All documentation is maintained as a strict chain of custody process, in which the code enforcement and inspectors use official stationary and tickets to either warn or fine the property owner or manager of an infraction. This information is maintained at City Hall, with copies held and stored by DPW, the City Manager's office and the City Attorney. As necessary, photos and other physical documentation are stored by the DPW in event that prosecution is warranted.

5. What is the total length of open channel that your agency owns and operates? N/A
6. What length was screened last year for illicit connections? N/A
7. What is the total length of closed storm drain that your agency owns and operates? 5,600 LF
8. What length was screened last year for illicit connections? N/A
9. Describe the method used to screen your storm drains.

N/A

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in other actions
01/02	1	1	0	1	1	0	0
02/03	0	0	0	0	0	0	0
03/04	0	0	0	0	0	0	0
04/05	0	0	0	0	0	0	0

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05/06	0	0	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	0	0	0	0	0	0	0
08/09	0	0	0	0	0	0	0
09/10	0	0	0	0	0	0	0
10/11	0	0	0	0	0	0	0

11. Explain any other actions that occurred in the last year.
N/A

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported? Less than 24 hours
- a) Were all identified connections terminated within 180 days? N/A Yes ☐ No ☐
- b) If not, explain why.

The City did not identify an illicit connection to the storm drain or channel in FY 2010-2011.

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	100	20	45	35	0	0	1
02/03	0	0	0	0	0	0	0
03/04	0	0	0	0	0	0	0
04/05	0	0	0	0	0	0	0
05/06	0	0	0	0	0	0	0

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06/07	13	10	0	3	0	0	10
07/08	3	2	0	0	0	0	2
08/09	6	6	0	0	0	0	0
09/10	17	11	0	0	0	0	6
10/11	6	6	0	0	0	0	0

14. What is the average response time after an illicit discharge is reported? Less than 24 hours

a) Did any response times exceed 72 hours? Yes ☐ No ☒

b) If yes, explain why.

N/A

15. Describe your agency's spill response procedures.

Upon notification by field personnel or phone call, the PW Director or his designee immediately alerts the Public Works Management Analyst and the Emergency Management Coordinator. A decision is jointly made based on the available facts to alert local authorities (e.g., LA County, HAZMAT, OES, local agency). For sewage spills, the City will immediately do preliminary containment of the spill prior to LA County arriving. If non-reportable in quantity and non-hazardous, the Management Analyst will be dispatched or other trained personnel to visit the site to determine appropriate action including but not limited to immediate clean up by the city or the property owner/manager.

16. What would you do differently to improve your agency's IC/ID Elimination Program?

Nothing at this time. We need further information to determine if additional actions or improvements are warranted.

17. Attach a list of all permitted connections to your storm sewer system.

N/A. This information is maintained by the County of Los Angeles

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V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

N/A. The City intends to conduct monitoring in conjunction with the County of Los Angeles (Principal Permittee).

VI. Assessment of Program Effectiveness

A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:

Also, see San Gabriel River Watershed Area Management Committee Assessment submitted separately.

1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
The City continuously meets requirements stated by the permit.
2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
From time to time, the city reviews the effectiveness of the storm water management program
3. A summary of the strengths and weaknesses of your agency's storm water management program;
The City continuously reviews and revises their strategy on the implementation process to ensure that all elements of the NPDES program are sufficiently executed.
4. A list of specific program highlights and accomplishments;
See San Gabriel River Watershed Area Management Committee Assessment submitted separately.
5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
Los Angeles County conducts monitoring
6. Interagency coordination between cities to improve the storm water management program;

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The City maintains a good relationship with adjacent cities to further all of their stormwater programs, and effectively maintain stormwater quality.

7. Future plans to improve your agency's storm water management program; and
The storm water management program is continuously evaluated and improvements are made as needs become apparent.

8. Suggestions to improve the effectiveness of your program or the County model programs.
None at this time

- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.

We rate our level of compliance with Order No. 01-182 as a "10."

- C. List any suggestions your agency has for improving program reporting and assessment.
N/A